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The United States of America



# Central Intelligence Agency

## Citation

SELECTION PROCESSING DIVISION

OFFICE OF MEDICAL SERVICES

is hereby awarded the

MERITORIOUS UNIT CITATION

in recognition of the outstanding accomplishments of its members from 1981 through 1983. Responding to the needs of a vigorous recruitment drive by the Office of Personnel, their loyal and dedicated efforts resulted in the highest volume of applicant testing and medical evaluations in the history of the Office of Medical Services. Their cooperative spirit, devotion to duty, professionalism and commitment to excellence justly earned the respect and admiration of all those with whom they are associated. The distinguished performance and exceptional achievements of the employees of the Selection Processing Division uphold the finest traditions of the Directorate of Administration and are truly worthy of commendation and honor.

Serial No.	RECOMMENDATION FOR HONOR AND MERIT AWARD		Case No.
Name of Employee Assignment Branch, Psychological Services Div. Selection Support Branch, Psychological Div. Selection Processing Div.		Grade	Office of Assignment OMS/ODA
Date Form 600 Received 2 April 1984	Award Recommended MUC	Type A	
Date Security Approval Requested	Received	Custody	Released
Date of HMAB Approval	Award Approved		
Date of DCI Approval	Award Approved		
Retirement Date	Retirement System		
Ceremony Brief	Date Guests List Received	Date HMAB Ceremony	
Date Photographs Forwarded	Previous awards if any:		
Comments:			
<p>Photos sent for signature on 3 Jan 85</p> <p>1. 3 Jan 85 - "To [redacted], on behalf of the Agency I congratulate and thank everyone in SPD for your contributions to the Agency's mission." /S/ Harry Fitzwater STAT</p> <p>2. 3 Jan 85 - "To [redacted] on behalf of the Agency I congratulate and thank everyone in SSB for your contributions to the Agency's mission." /S/ Harry Fitzwater STAT</p> <p>3. 3 Jan 85. "To [redacted] On behalf of the Agency I congratulate and thank everyone in AB for your contributions to the Agency's mission." /S/ Harry Fitzwater STAT</p>			

Sent to awardee 1/7/85

CEREMONY CHECKSHEET  
MERITORIOUS UNIT CITATIONSAssessment Branch, Psychological Services Div. PSD - STAT  
Selection Processing Division - Selection Home Phone: SPD - STAT  
Support Branch/Psychiatric Division Office Phone: SSB - STATAward: MVC Accepting Contact Point (if not awardee): OMS 2N - STAT  
Phone: STAT

Ceremony Date: 5 Nov. 84 Time: 11:30 STAT

Presenter: DDA Booked: DCI Conf. Rm. ILLEGIB  
STATNote to Staff: 8/28/84 yes new Notified D/Pers: NA Octons 10/5/84 ILLEGIB  
STATGreeting by Office/Division Chief Arranged: 11:20 Octons 10/5/84 ILLEGIB  
STAT

Citation Reader Arranged: Room # 7C18 on time STAT

Personal Brief Requested: NA Received STAT

Photographer Called: Assignment/Requisition STAT

Guest List Received: Guest List Called: STAT

OPF Requested: OPF Received: STAT

Length of Service Certificates Requested: Received: STAT

Citation Written: Typed: STAT  
Rewards END 10/5/84 Request from [ ] STAT  
Suggested Comments for DCI Prepared: OMS 8/28/84 Typed: 10/5/84

Bullets Prepared (when needed): Typed: STAT

Scenario Prepared (when needed): Typed: STAT

Formal Guest List Typed: 11/1/84 Photo Reqn Typed: STAT

5X8 Card Typed for Citation Reader: Labels for Chairs Typed: STAT

Awards Gathered/Framed: STAT

Need ARA: Yes No ARA Prepared: STAT

Copy of ARA to Retirement Division: STAT

Name to be sent to Paul Corscadden: Yes No Added to List: STAT

Photos Received: Photos sent for Incription: STAT

Photos Mailed to Awardee: 11/7/85 STAT

Case Closed: STAT

7/2/84 Return copy received STAT

8/3/84 Note to end re: presentation level STAT

8/21 Another after Columbus Day Holiday - PSD STAT

concerning a date - 5 P.D. STAT

next week when the PSD STAT

8/28 Fri's + Mon's are better for PSD STAT

not the 10<sup>th</sup> STATMon, 10<sup>th</sup>, 11<sup>th</sup> and so on. - - STAT

8/28 Per [ ] he believes [ ] + himself STAT

should receive award. STAT

8/29 Office will send a list of awardees who will STAT

attend JWS. Prior to ceremony STAT

8/29 [ ] how will arrive at STAT

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## MERITORIOUS UNIT CITATIONS

1.) Assessment Branch, Psychological Services Division/

2.) Selection Support Branch, Psychiatric Division /

NAME OF UNITS: 3.) Selection Processing Division / OMS/DDA

COMPONENT/DIRECTORATE RECOMMENDING AWARD: Support Div/OMSDATE RECEIVED IN PB: 2 April 1984 BY: czTO C/PB: Log in green approval folder Done 5/1/84  
Order Certificate from OTS Done 5/2

TO DEBBIE:

Log in MUC Notebook 3 April 1984  
Make File 5/1/84

STAT

TO DC/PB for Information 5/1/84

TO Charleen/Carolyn/Debbie

Prepare Memo for the Record for OPF 5-2-84  
Prepare Notification Memorandum 5-2-84TO C/PB for Release 5/1/84

TO Charleen/Carolyn/Debbie to File in "Pending Presentations"

Upon Receipt of "Return Copy":

TO CHARLEEN to attach "Ceremony Checklist"

TO C/PB

**CONFIDENTIAL**

13 August 1984

25X1  
25X1

MEMO FOR: ExDir  
 FROM: [redacted] Chief, Protocol Branch  
 SUBJECT: Presentation of Awards

We are ready to schedule presentation of the following awards and wish to determine the level of presentation:

(1) CIM to [redacted] GS-14, DDO/IAD, 1965-1984, 25X1  
 retired.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

(2) CIM to [redacted] GS-15, DDA/OS, 1956-1984, retired. 25X1

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

(3) CIM to [redacted] GS-14, DDS&T/FBIS, 1952-25X1  
 1983, retired.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

(4) MUC for three OMS components (two ceremonies involved): Selection Processing Division; Selection Support Branch of the Psychiatric Division; Assessment Branch of the Psychological Services Division, 1981-1983.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

(5) IMM to [redacted] SIS-3, DDA/OC, 1970-1981, 25X1  
 resigned.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

\_\_\_\_\_ mark

**CONFIDENTIAL**

~~CONFIDENTIAL~~

ADDENDUM:

(1) CIM to [redacted], GS-15, DDS&T/OSO, 1949-1984, 25X1  
retired.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

(2) CIM to [redacted] GS-14, DDS&T/OSO, 1955-1984, 25X1  
retired.

ExDir \_\_\_\_\_ Designee \_\_\_\_\_

~~CONFIDENTIAL~~

CONFIDENTIAL

1 August 1984

MEMORANDUM FOR: DDCI

FROM: [redacted]

25X1

Chief, Protocol Branch

SUBJECT: Presentation of Awards

1. In an earlier list of awards we are about to present, I asked if you would like to present the CIM to [redacted] GS-13, OD&E officer, for his service from 1965-1984. You indicated that we should ask ExDir. In a conversation with [redacted] from my office, Mr. Hill asked if you could present the award since you hired him into DDS&T. Do you wish to change your mind and present the award? Yes  No, still ask ExDir [redacted]

25X1

2. We are about ready to present the following awards and wish to determine the level of presentation:

a. Meritorious Unit Citation for three OMS components (two ceremonies involved): Selection Processing Division; Selection Support Branch of the Psychiatric Division; Assessment Branch of the Psychological Services Division

DDCI [redacted] ExDir 

b. Meritorious Unit Citation for the [redacted] FBIS

DDCI [redacted] ExDir 

b. Meritorious Unit Citation for the Energy Issues Branch/OGI

DDCI  ExDir [redacted]

c. Career Intelligence Medal for [redacted] GS-14, FBIS, July 52-December 1983.

DDCI [redacted] ExDir 

d. Career Intelligence Medal for [redacted] GS-15, DDA/OS, 1956-1984

DDCI [redacted] ExDir 

e. Career Intelligence Medal for [redacted] GS-13, DDA/Log (Chief of Central Processing Branch), 1955-1984;

DDCI  ExDir [redacted]

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## HONOR AND MERIT AWARDS CEREMONY

DCI Conference Room - 7 D 64

Monday, 5 November 1984

11:30 a.m.

Presentation by Mr. Harry E. Fitzwater  
Deputy Director for Administration

## MERITORIOUS UNIT CITATION

## Selection Support Branch, Psychiatric Division

- accepting

25x1

## Assessment Branch, Psychological Services Division

- accepting

25X1

## Selection Processing Division

- accepting

25X1

### Officials and Guests

Mr. Charles A. Briggs  
Mr. James H. McDonald  
Mr. James V. Hirsch

Mr. Robert W. Magee

25X1

Mr. Robert W. Magee

25X1

### Recipients

25X1

25X1

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Approved For Release 2009/06/12 : CIA-RDP86-00088R000100050003-5

**MEMORANDUM FOR: DDA**

Attached is background for your presentation of the Meritorious Unit Citation to three QMS units at 1130 on Monday, 5 November. (Selection Processing Division and Psychiatric Division have become one unit since the recommendations were submitted.)

Three awards will be presented, yet only one citation will be read. Please see scenario which is attached.

You may wish to invite DD/OMS to join each recipient for a second photograph.

STAT

for

Date

**SUPPORTING DATA FOR MERITORIOUS UNIT CITATION**

**ASSESSMENT BRANCH, PSYCHOLOGICAL SERVICES DIVISION**

The Office of Personnel (OP) opened an aggressive recruiting drive on behalf of the Agency in the latter part of FY81. The vigor with which OP pursued its goals was reflected in the fact that the testing and assessment activities of the Assessment Branch, Psychological Services Division (AB/PSD) increased some 36% from FY81 to FY82 and another 36% from FY82 to FY83. The overall change in screening workload handled by AB/PSD in FY83 vs. FY81 amounts to an 83% increase in production.

In June, 1983, the AB/PSD effort was refocused, and in fact intensified, through the added requirement of "up-front screening"... i.e., the review and evaluation of test results for all professional-level applicants immediately after field-testing and prior to OP's decision to institute formal processing. Solely in terms of applicant testing, the previous record number of test results processed by AB/PSD in FY83 was already broken by mid-August, 1984.

STAT

Despite the increase in quantity, the quality of AB/PSD's product has been maintained. This attainment is a tribute to the loyalty, hard work and pursuit of excellence shared by all AB/PSD personnel. Special note should also be taken of the unrelenting technical and computer-related support given by members of the Research Branch/PSD, without which the AB effort could not have succeeded. PSD is fortunate to have such outstanding employees, who bring credit on themselves, the Office of Medical Services, and the Agency.

4 October 1984

MEMORANDUM FOR: D/MS  
FROM: C/SPD  
SUBJECT: SPD Unit Citation - proposed remarks

1. Selection Processing Division is being recognized today for its dedicated excellent performance from 1981-1983.

Each year during this time frame production has increased. For example,  applicants were screened in FY81 and by FY83 that figure was  a 39.3 percent increase. In fact figures available for FY84 show that  applicants were screened, a 77.5 percent increase from FY81. Truly a remarkable demonstration of good management, dedicated employees, and a positive "can do" attitude.

STAT  
STAT

2. Not to be forgotten is the fact that this was accomplished while other vital functions were also in process. This includes the important areas of

STAT

3. The recognition that Selection Processing Division is receiving today is in reality shared by all of OMS, since people from other divisions were also involved from time to time in SPD activities with support given whenever required.

STAT

Chief/Selection Processing Division

~~SECRET~~

1 October 1984

MEMORANDUM FOR: Robert A. Ingram, M.D.  
Director/Medical Services

VIA : [redacted] 25X1  
Chief/Selection Processing Division

[redacted] 25X1  
Executive Officer/Medical Services

FROM : [redacted] 25X1  
DC/Selection Processing Division

SUBJECT : Remarks for Unit Citation Ceremony

1. In mid-1981 the Office of Personnel began an intensive recruitment drive. The resulting increase in applicants for psychiatric processing can be seen in the numbers of applicants handled in three typical consecutive previous years as compared with the number handled during the three years of work honored by the meritorious unit citation. For example, during 1976-77-78, a total of [redacted] applicants were processed; during 1981-82-83 a total of [redacted] applicants were processed, an increase of [redacted] 64 percent more.

Not easily seen in the raw numbers is the associated explosion in the numbers of ancillary aspects of processing; the exponential increase in phone calls, Panel cases, additional medical information requests, scheduling of consultants, liaison activities with the Offices of Security and Personnel, preparation of disqualification memoranda, and unceasing contacts with the OMS front office. In short, the SSB staff, everyone of them, worked indefatigably, not only to process the huge numbers of applicants but also to maintain psychiatric standards and to conduct all their proceedings in a professional atmosphere and with a professional demeanor; moreover, during the time frame being cited, SSB handled all its other duties in unflagging fashion.

2. The importance of the group's contribution to the Agency is that the Agency, a relatively very small government organization, had the human resources made available to carry out its critical intelligence function for the nation and could know that, within the limits possible, this surge of new employees could be considered as emotionally and as mentally competent to be entrusted with the nation's secrets and to carry out their vital duties as their more senior colleagues. Also, because a professional aura was maintained despite the tremendous applicant numbers processed, the high quality image of the CIA in its dealings with the public was maintained.

25X1  
25X1

25X1

~~SECRET~~

RETURN COPY

84-1296

02 MAY 1984

MEMORANDUM FOR: Director of Medical Services

VIA: Deputy Director for Administration

FROM:  STATSUBJECT: Meritorious Unit Citations -  
Assessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

1. The Deputy Director for Administration has approved award of the Meritorious Unit Citation for Assessment Branch/PSD/CMS/DDA, Selection Support Branch/PB/CMS/DDA, and Selection Processing Division/CMS/DDA. A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

2. We are committed to present awards as soon as possible after their approval. When you have informed the unit of their award, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and the name and telephone number of the individual whom the Protocol Branch should contact to arrange presentation of the award.

 STAT

## Attachments

Awardee notified of award on 7/2/84

STAT

Comments: SPD + SSB have been combined  
to form one division

is the chief of SPD. The Director of OMS  
would like to be present at these presentations.

STAT

RETURN COPY

02 MAY 1984

MEMORANDUM FOR: Director of Medical Services

VIA: Deputy Director for Administration

FROM: [redacted] 25X1  
Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citations -  
Assessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

1. The Deputy Director for Administration has approved award of the Meritorious Unit Citation for Assessment Branch/PSD/CMS/DDA, Selection Support Branch/PB/CMS/DDA, and Selection Processing Division/CMS/DDA. A copy of the memorandum which has been placed in the Official Personnel File of each employee named in the recommendation is attached for your information.

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Attachments

BSD/PB/ [redacted] 25X1

Distribution:

- 0 - Addressee
- 1 - Addressee (to be returned to Protocol Branch)
- 1 - Each OPF
- 1 - ExecSec/HMAB
- 1 - DDA

UNCLASSIFIED when separated  
from CONFIDENTIAL attachment

[redacted] 25X1

[redacted] 25X1

CONFIDENTIAL

02 MAY 1984

MEMORANDUM FOR THE RECORD

FROM: [REDACTED]

25X1

Executive Secretary, Honor and Merit Awards Board

SUBJECT: Meritorious Unit Citations -

Assessment Branch, Psychological Services Division, Office of Medical Services, Directorate of Administration  
Selection Support Branch, Psychiatric Division, Office of Medical Services, Directorate of Administration  
Selection Processing Division, Office of Medical Services, Directorate of Administration

25X1

On 30 March 1984 the Deputy Director of Administration approved the award of the Meritorious Unit Citation for the Assessment Branch/PSD/OMS/DDA, the Selection Support Branch/PB/OMS/DDA, and the Selection Processing Division/OMS/DDA, in recognition of the outstanding performance displayed by the following employees from October 1980 - 30 September 1983:

C O N F I D E N T I A L

CLASSIFY AS APPROPRIATE

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25X1

**RECOMMENDATION FOR HONOR OR MERIT AWARD**

(Submit eight copies with: description of performance or service warranting award; biographic profile; latest performance appraisal report; and unclassified citation)

SOCIAL SECURITY NO.			2. NAME OF PERSON RECOMMENDED (Last, First, Middle) Assessment Branch, Psychological Services Division Selection Support Branch, Psychiatric Division Selection Processing Division			3. POSITION TITLE		
4. GRADE	5. YOB	6. SD	7. OFFICE OF ASSIGNMENT MM OMS	8. EXTENSION	9. RECOMMENDED AWARD Meritorious Unit Citations			
10. INCLUSIVE DATES FOR WHICH RECOMMENDED FY 81-83			11. IF RETIRING, DATE OF RETIREMENT			12. POSTHUMOUS YES X NO		
13. HOME ADDRESS (include ZIP CODE)			14. NAME OF SPOUSE			15. HOME PHONE		

Have any other persons received or been recommended for an award for this service or act?

yes (If yes, attach list of full names and awards.)  
 no

HEAD OF <u>MM</u> CAREER SERVICE (Career service of nominee)	DATE <u>20/3/84</u>
DEPUTY DIRECTOR OF CAREER SERVICE	DATE <u>28 MAR 1984</u>
DEPUTY DIRECTOR OF OPERATING COMPONENT	DATE <u>3/30/84</u>
3/30/84	

**REPORT OF HONOR AND MERIT AWARDS BOARD**The Honor and Merit Awards Board having considered the foregoing recommendation  
on \_\_\_\_\_:

recommends approval  
 does not recommend approval  
 recommends award of

## REMARKS

APPROVED	SIGNATURE
	TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD
	SIGNATURE
	TYPED NAME OF RECORDER

25X1

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CLASSIFY AS APPROPRIATE

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**CONFIDENTIAL**OFFICE OF MEDICAL SERVICES  
RECOMMENDATION FOR MERITORIOUS UNIT CITATIONSAssessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

At mid-fiscal year 1981, the Office of Personnel began a vigorous recruitment drive. During the last six months of FY 81, the Selection Processing Division (SPD) and the Selection Support Branch, Psychiatric Division (SSB/PD) experienced a 46% increase in applicant examinations. Applicant testing throughout FY 81 in the Assessment Branch, Psychological Services Division (AB/PSD) was 84% higher than the previous fiscal year.

In FY 82 there was a further combined 58% increase of testing, selection and evaluation activities performed by AB/PSD, SPD and SSB/PD. These Office of Medical Services (OMS) components in FY 83 combined to deliver to the Agency the highest volume of testing and medical evaluations in OMS history. Overall, FY 81-83 applicant testing increased 92% and selection processing increased 28%.

With the introduction of up-front psychological testing in June 1983 and an FY 84 [ ] applicant processing goal ([ ] applicants were processed in FY 83), we anticipate this will be another year of historical significance in OMS.

25X1

25X1

25X1

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These are truly outstanding employees who bring credit on themselves, the Office of Medical Services and the Agency. The Assessment Branch, Psychological Services Division; Selection Processing Division; and the Selection Support Branch, Psychiatric Division, are each deserving of a Meritorious Unit Citation.

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**CONFIDENTIAL**

CITATION

Assessment Branch, Psychological Services Division  
Selection Support Branch, Psychiatric Division  
Selection Processing Division

The Assessment Branch, Psychological Services Division; Selection Processing Division; and the Selection Support Branch, Psychiatric Division, Office of Medical Services, are each hereby awarded Unit Citations in recognition of the sustained superior performance of their employees since 1981.

During this period, these OMS components have delivered to the Agency the highest volume of applicant testing and medical evaluations in OMS history.

25X1

Throughout, all employees have remained loyal, hard-working and dedicated to performance excellence. The quality of their work has remained high and every request to do more, quicker and with less resources has been met.

These are truly outstanding employees who bring credit on themselves, the Office of Medical Services and the Agency.

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

## Meritorious Unit Citations

FROM:	C/R&SD/OMS 1D4040 Hqs	EXTENSION	NO.
			DATE
TO: (Officer designation, room number, and building)		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1.	EXO/OMS	RECEIVED 20 MAR 1964	3/20/64
2.	DD/MS	FORWARDED 27 MAR 1964	3/28
3.	D/MS		3/28
4.	DDA/CMO 7C18 Hqs		
5.	DDA 7D18 Hqs		
6.	Protocol Branch 7E31 Hqs		
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

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ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
FROM:		EXTENSION	NO.	
C/R&SD/OMS 1D4040 Hqs			DATE 10/5/84	
TO: (Officer designation, room number, and building)		DATE RECEIVED    FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. <input type="text"/> Protocol				Re: SPD, PSD & SSB/OMS remarks for Unit Citation presentation on 5 Nov. 84.
2.				
3.				
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